



Certificate of Residence – Required Documentation

Applicants Not Registered on the Electoral Roll

(A) For any purpose, the following must ALWAYS be submitted together with the application:

A valid identification document^{*1} (*Identity Card, Citizen's Card, Passport, or Residence Permit*^{*2}) of the applicant.

(B) To provide Proof of Address, in addition to the document mentioned in (A), two (2) of the following documents must be presented:

1. Original purchase/Sale Agreement of the property (or a certified copy) and the respective land registry record;
 2. Rental Agreement duly signed (and stamped if the landlord is a legal entity), together with the latest electronic rent receipt;
 3. Invoices for different domestic utilities from the last **two (2)** months (water, electricity, gas, or home internet service);
 4. A document issued by an official authority (**AT** – Finances; **SS** – Social Security; **SNS** – National Health Service; **AIMA** – Agency for Integration, Migration and Asylum), less than three (3) months old;
- In the case of **Temporary Residence**, it is **MANDATORY** to submit the last **two (2)** payment receipts for the accommodation and an updated declaration, signed and stamped, issued by the entity (Local Accommodation, Hostel, Hotel, Guesthouse, Boarding House, etc.), indicating the period of stay.

Alternatively, declarations from two (2) witnesses registered in the Parish may be presented (signatures are subject to verification against identification documents).

Copies of witness declarations are not accepted.

(C) Proof of Household Composition and for Educational Purposes. In addition to the documents indicated in (A) and (B), the following documents are required:

1. Valid identification documents^{*1} (*Identity Card, Citizen's Card, Passport, or Residence Permit*^{*2}) for all members of the household. In the case of foreign citizens, if the children's identification documents do not list parentage, the respective birth certificates must be provided, duly apostilled^{*3};
2. Proof of household composition, issued by the Tax Authority (Finances), validated in the current calendar year;
3. If it is not possible to obtain the document issued by the Finances, a declaration under oath from the applicant confirming the composition of the household.

(D) Proof of De Facto Union, in addition to the document indicated in (A), the following are required:

1. A valid identification document^{*1} (*Identity Card, Citizen's Card, Passport, or Residence Permit*^{*2}) of the other member of the De Facto Union;
2. Full Birth Certificate of both members of the De Facto Union. In the case of foreign citizens, the document must be apostilled^{*3};
3. **Two (2)** proofs of address, from those listed in point (B), for each member of the De Facto Union.
Alternatively, declarations from two (2) witnesses registered in the Parish may be presented (signatures are subject to verification with the identification documents).

It is MANDATORY to complete and sign the application form for all intended purposes, ensuring you mention the entity or entities where you intent to submit the Certificate of Residence .

Notes:

^{*1} "The request to replace the Citizen's Card must be submitted within the last six months of its validity period." – Article 26(2) of Law No. 7/2007 of 5 February;

^{*2} "After 15 October 2025, documents relating to residence permits will be accepted upon presentation by the holder of proof of payment for the renewal request, issued by the Agency for Integration, Migration and Asylum, IP (AIMA, IP), valid for 180 days from the date of issue." – Article 2(2) of Decree-Law No. 85-B/2025 of 30 June;

^{*3} <https://www.hcch.net/pt/instruments/conventions/full-text/?cid=41> – List of Contracting States under the Hague Convention.